

ESSENTIAL COMPONENTS *for* SECONDARY PROGRAMS

The Essential Components for approved secondary Career & Technical Education programs have been developed to assist local school districts in planning, implementing, and conducting quality career & technical programs.

- ▶ **Programs must meet all of these components to be an “Approved” program**
- ▷ **No more than three of these remaining components may be unmet to be an “Approved” program**

ADMINISTRATION

- ▷ 1. Career & Technical Education (CTE) funding, program inventory and fiscal records are administered and maintained in accordance with ICTE policies and Allowable Uses of Added-Cost Funds.
- ▷ 2. Program budget reflects expenditures appropriate to program standards, program goals, and the five-year plan. It is developed by the instructor, with input from the advisory committee, and approved by the administrator.
- ▷ 3. A written plan is developed by an instructor who has a contract for work that extends beyond the academic year. The plan follows ICTE policy, and is approved by and on file with the school administrator.

STAFF

- ▶ 1. Instructor holds current teaching certificate and appropriate CTE endorsement(s).
- ▷ 2. Instructor participates annually in professional development related to the program and teaching assignment.
- ▷ 3. Instructor provides information and awareness about the program to administrators, counselors, employers, parents and prospective students.

PROGRAM

☐ Cluster

☐ Pathway

☐ Career Specialty

- ▶ 1. Courses meet the specific requirements for the program type.
- ▷ 2. Current state approved standards and competencies are used.
- ▷ 3. There is a current postsecondary Advanced Learning Opportunity in place for the Program.
- ▶ 4. Program advisory committee represents various aspects of the industry and community. The committee meets at least annually (CTS programs meet at least twice annually) and provides input for program improvement.
- ▶ 5. Leadership development is integral to the program and is generally provided through an approved Career & Technical Student Organization.

- ▷ 6. Written Program Goals reflect the needs of students, business and industry, and the community.
- ▷ 7. The Program is based upon industry skills standards.
- ▷ 8. An industry-based technical assessment is used to measure competency attainment.
- ▷ 9. Idaho Core Standards are integrated into the CTE Program.
- ▷ 10. A written Five-Year-Plan addresses facilities, equipment, curriculum, and staff development. The plan is developed with input from postsecondary and advisory committee, and is on file with school administrator and updated annually.
- ▷ 11. Curriculum supports reinforcement of basic Employability Skills for Career-Ready Practice.
- ▷ 12. Materials, supplies and resources are current and support the Program.
- ▶ 13. Realistic work experience is provided through laboratory and/or industry-related activities.
- ▷ 14. Program data is collected annually and is used to develop, promote, and improve the program.
- ▷ 15. Student feedback is collected and used in program planning, evaluation, and improvement.

SERVICES

- ▷ 1. Instructor collaborates with the school counselor to provide career guidance, program information, and placement in technical programs related to students' individual graduation plan.
- ▷ 2. Instructor collaborates with Special Services to identify and implement adaptations, accommodations, modifications, interests, and career goals for students with special needs.

FACILITY

- ▶ 1. Classrooms/laboratories are clean, orderly, safe, and accessible to all students. Students are provided appropriate safety instruction related to the Program.
- ▷ 2. Enrollment is appropriate for facility size, work stations and type of equipment used for the Program.
- ▷ 3. Equipment is systematically updated, maintained, inventoried and replaced.
- ▷ 4. Laboratory facilities are current and support the program standards.